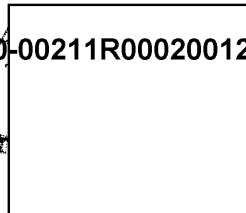


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RECORDS MANAGEMENT DIVISION



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Chief, Management Staff

27 June 1956

Chief, O&M Staff (DD/P Area)

Area Weekly Report for Period 21 June 1956 Through 26 June 1956

1. Accomplishment

a. T/O's Processed

	<u>Examiner</u>	<u>Control No.</u>	<u>Org. Element</u>	<u>No. Positions</u>
25X1A9A		(1) MS-900	FE	2
		(2) MS-885	WE	2
		(3) MS-892	PP	2
		(4) MS-898	NEA	6
25X1A9A		(5) MS-897	FE	2
		(6) MS-899	OC	1
25X1A9A		(7) MS-854	WH	69

b. Projects Completed

	<u>Examiner</u>	<u>Project</u>
25X1A9A		(1) MS 6-29, DD/P Mail Procedure, Employee Suggestion No. 2161 (Completion Report, dated 21 June 1956)
		(2) MS 6-33, (Pneumatic) Tube System. Report of findings submitted to Chairman on Internal Communications for the New Building. (Completion Report, dated 26 June 1956)

2. Current Assignments

	<u>Examiner</u>	<u>Project</u>
25X1A9A		(1) MS 6-44, Administrative Burden at Small Stations

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Examiner

Project

25X1A9A

[Redacted]

(cont'd)

(2) MS 6-32, Follow-up on National Agency Name Check Project

(3) MS-875, OC, Supplemental Programs Division T/O, [Redacted] Positions (Foreign Field)

25X9A

2

(4) MS-888, OC, Supplemental Programs Division T/O, [Redacted]

25X

1

(5) MS 6-42, CS Information Reports Distribution Analysis and Procedures

(6) Staff Agent Employee Study

(7) MS 6-31 in Conjunction with MS-801, Development of Far Eastern Printing Facilities

(8) MS 5-38, T/O System Analysis, Manpower Control

(9) MS 6-34, DD/P Reports Control Program

(10) MS 6-30, DD/P Forms Program

(11) MS 6-46, DD/P Business Machines Facilities

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[Redacted]

[Redacted]

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RECORDS MANAGEMENT DIVISION

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Chief, Management Staff

Chief, O&M Staff (DD/P Area)

Area Weekly Report for Period 27 June Through 3 July 1956

3 July 1956
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1. Accomplishment

a. T/O's Processed:

	<u>Examiner</u>	<u>Control Number</u>	<u>Org. Element</u>	<u>No. Positions</u>
25X1A9A	[]	MS-801 ⁸⁷⁵ MS-800	Commo (SPD)	[]

25X9A
2

b. Other

25X1A9A (1) Mr. [] completed the last week of the Operations Support Course (40 hours).

(2) At our suggestion, the Chief of Classification, Office of Personnel, will attend the American Management Association Personnel Seminar at Colgate University, Hamilton, New York, July 15-21.

25X1A9A (3) MS-801, Far Eastern Printing Facilities Study, Project 6-31, completed by []

[]

25X1A9
A

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